

Assignment Pay

Night Shift Differential – Local 790 - Maintenance

Employees assigned to scheduled shifts in which the employee works five or more hours between the hours of 3:00 P.M. and 11:00 P.M., shall be paid an additional eighty cents (\$.80) per hour for all hours worked on such shift. Employees assigned to scheduled shifts in which the employee works five or more hours between 11:00 P.M. and 7:00 A.M. shall receive an additional one dollar and five cents (\$1.05) per hour for all hours worked on such shift. The City will make every effort to provide employees at least twenty-four (24) hours advance notice of a change in shift assignment.

Bilingual Pay – Available to all bargain units

Department heads shall identify those employees who are required in the performance of their duties to converse with the public in a language other than English. Employees so designated, who have demonstrated their competency in a second language to the satisfaction of the Department Head shall receive bilingual pay in the amount of \$30 per pay period until such time as the designation is revoked.

Detective – N/A

Narcotics Officer – N/A

Additional Compensation for Field Training Officers

An employee assigned as a Field Training Officer (FTO) shall receive additional compensation in the amount of two and one-half percent (2 1/2%) above the employee's current salary step for the duration of his or her assignment as an FTO. Selection of employees for FTO assignments, evaluation of employees' performance of FTO duties, and removal of employees from FTO assignments shall be at the sole discretion of the Chief of Police. As an exception to the foregoing, employees who are removed from an FTO assignment by reason of disciplinary action imposed because of misconduct shall be entitled to appeal such removal as provided in Section 13.00 of this Memorandum of Understanding.

SWAT – N/A

Motorcycle – N/A

Canine Handler Incentive and On-Duty Time

All current and future Hayward Police Officers serving in the special assignment of Canine Handler shall receive 2.5% pay incentive based on their current rate of pay. The incentive will commence when the officer is selected to the assignment and is assigned a police canine. The incentive will continue during the length of time the officer is assigned to the Canine Unit and will terminate when the officer leaves the unit.

and is no longer responsible for the maintenance of a city owned police canine. The 2.5% incentive pay will not apply to police canines that have been retired from service and sold to handlers as city surplus.

All current and future Hayward Police Officers serving in the special assignment of Canine Handler shall receive two (2) hours of on-duty time per week, during their normal scheduled canine training day, for the purpose of canine maintenance activities. The two hours per week for canine maintenance activity shall commence when the handler is assigned a police canine and will terminate when the handler leaves the Canine Unit. The two hours per week canine maintenance activity will not apply to handlers who leave the unit and purchase a retired police canine as city surplus property.

Motorcycle – N/A

Evidence Technician – N/A

Standby Pay – Maintenance Unit

Employees who are required to be available on a standby basis for possible service calls during their off shift hours shall receive a standby allowance as follows:

1. Employees on standby on weekdays (i.e., a sixteen consecutive hour period commencing with the end of the regular scheduled work shift Monday through Friday) shall receive a standby allowance of one (1) hour's pay at the employee's regular hourly rate for each weekday night of standby required.
2. Employees on standby on regularly scheduled days off and on holidays (i.e., a twenty-four consecutive hour period commencing at 8:00 A.M.) shall receive a standby allowance of the two (2) hours pay at the employee's regular hourly rate for each of the aforementioned days of standby required.

An employee on standby who is called out on a service call shall receive, in addition to the standby allowance provided above, compensation at the overtime rate for work actually performed during such standby. In the event an employee on standby is called out on a service call(s), the employee shall be guaranteed a minimum of two (2) hours work or two (2) hours pay at the overtime rate for the entire standby period as defined above.

Standby Pay – Clerical Unit

Crime Scene Technicians, Animal Control Officers, Sr. Animal Control Officers or Community Service Officers who are required to be available on a standby basis for possible service calls or duty during their off shift hours shall receive a standby allowance as follows:

- (1) Employees on standby on weekdays (i.e., a sixteen consecutive hour period commencing with the end of the regular scheduled work shift Monday through Friday) shall receive a standby allowance of one (1) hour's pay at the employee's regular hourly rate for each weekday night of standby required.
- (2) Employees on standby on regular scheduled days off and on holidays (i.e., a twenty-four consecutive hour period commencing at 8:00 A.M.) shall receive a standby allowance of the two (2) hours pay at the employee's regular hourly rate for each of the aforementioned days of standby required.

An employee on standby who is called out on a service call shall receive, in addition to the standby allowance provided above, compensation at the overtime rate for work actually performed during such standby. In the event an employee on standby is called out on a service call(s), employee shall be guaranteed a minimum of two (2) hours work or two (2) hours pay at the overtime rate for the entire standby period as defined above.

Professional and Technical Unit - Local 21

Standby Pay and Callback Premium

Family Counselors assigned standby duty shall be compensated with one hour of straight time pay or CTO for each three-hour standby assignment (9:00 AM to 12:00 PM on Saturday). Standby pay shall be two hours straight-time pay or CTO for a holiday standby.

Employees on assigned standby shall be provided with a cellular telephone at the City's expense.

An employee on standby who is called in to work shall receive, in addition to the standby allowance provided above, compensation at the overtime rate for work actually performed with a guaranteed minimum of two (2) hours work or two hours pay at the overtime rate.

Information Systems Personnel Standby Pay

Information System employees who are required to be available on a standby basis for possible service calls during their off shift hours shall receive a standby allowance as follows:

A. Employees on standby on weekdays (i.e., a sixteen-consecutive-hour period commencing with the end of the regular scheduled work shift Monday through Friday) shall receive a standby allowance of one (1) hour's pay at the employee's regular hourly rate for each weekday night of standby required.

B. Employees on standby on regular scheduled days off and on holidays (i.e., a twenty-four-consecutive-hour period commencing at 8:00 A.M.) shall receive a standby allowance of two (2) hours' pay at the employee's regular hourly rate for each of the aforementioned days of standby required.

Employees on assigned standby shall be provided with a cellular telephone at the City's expense.

Employees on assigned standby called out on a service call shall receive, in addition to the standby allowance provided above, compensation at the overtime rate for work actually performed during such standby. An employee on standby who is called in to work shall receive, in addition to the standby allowance provided above, compensation at the overtime rate for work actually performed with a guaranteed minimum of two hours work or two hours pay at the overtime rate. The minimum guarantee outlined above does not apply to work performed via telephone or modem.

Acting Pay – All Bargaining Units

Management – HAME, Local 790 Clerical, Police

An employee who is assigned to perform the duties of a higher level position on an "acting" basis for a period of **5 consecutive days** or more, shall receive "acting" pay retroactive to the first day of such assignment.

Local 790 Maintenance

5% increase in pay, whichever is the greater, for the **full day** of assignment to such classification

Local 1909 - Fire

Any employee who is assigned to and performs the duties of a higher level position on an acting basis shall receive the salary step of the assigned position for each hour or fraction thereof when so assigned

Weekend Differential – N/A

Hazardous Materials – N/A

Alternate Job Site Pay – N/A

Longevity Pay – N/A

Uniform Allowance – See Benefits Summary

Equipment Allowance – N/A

Funeral Leave – All Units

All full-time employees other than temporary and provisional employees shall be granted funeral leave with pay for not more than three (3) workdays upon the occasion of the death of a close relative or a domestic partner registered with the City in a manner prescribed by the Personnel Department. When additional time is desired, employees may be allowed to take accumulated vacation leave or compensatory time due off. For the purpose of this section a close relative is defined as any relation of the employee, by blood or marriage, where one or more of the following conditions are present:

- a. The employee will be attending the funeral of the deceased
- b. The employee is responsible for or involved with funeral arrangements and/or estate settlement for the deceased
- c. The employee's relationship with the deceased was of a close and personal nature such that time is required by the employee to deal with his or her bereavement or to participate in memorial services, either religious or non-sectarian.

When requesting such leave, employee will be required to certify to the department head or a designated representative the conditions for granting funeral leave have been satisfied. Upon presentation of such a request the department head shall determine whether leave shall be granted and in what amount. Additional funeral leave of two work days for travel purposes not to exceed a total of five (5) work days may be granted by the department head when circumstances warrant the same.

Part-time employees who work a continuous schedule of 20 or more hours per week shall be granted funeral leave with pay as necessary on the same basis as full time employees except that they shall be compensated at the rate of one-half of the funeral leave allowance provided full time employees.

Performance Bonuses – N/A

Court Appearance Time – Police Unit

Employees who are subpoenaed to appear in court on a regularly scheduled day off shall receive a minimum of four (4) hours pay at the overtime rate for an actual appearance in court, or four (4) hours pay at the straight time rate if cancellation occurs on the scheduled day of appearance.

Employees who are subpoenaed to appear in court during off duty hours on a scheduled work day shall receive a minimum of four (4) hours' pay at the overtime rate for an actual appearance in court, or four (4) hours pay at the straight time rate if cancellation occurs on the scheduled day of appearance. This minimum guarantee shall not apply to those hours which are part of an employee's regularly scheduled work shift.

Court overtime shall commence at the time of appearance. In the event it is necessary to obtain evidence immediately prior to the actual court appearance, up to thirty minutes of overtime may be authorized immediately prior to the specified court appearance

time. Court overtime shall also include the actual time necessary to travel to the designated court location from the Hayward Police Department or from the employee's residence, whichever is closer. Any overtime necessary to obtain evidence and/or travel to the designated court location shall be counted towards satisfying the minimum guaranteed overtime compensation.

No more than two guaranteed minimums shall be paid in any one day. In the event two or more court appearance times are contiguous or overlap, only one minimum guarantee shall apply. Should an actual appearance be required on a case, and the employee is not released in sufficient time to appear for subsequently scheduled cases, the subsequent cases shall not be subject to the minimum guarantee. Guaranteed minimums shall apply only one time per case per day unless a subpoena is issued for the same case at the behest of another criminal justice authority for a different time of day, and provided that it is neither contiguous to or overlaps the compensable time period of the first subpoena.

In order to qualify for minimum guarantees at the time-and-one-half rate, employees must physically respond to the designated court location and must remain there until released by competent authority. In lieu of physically responding to a court location, employees may call to learn if an appearance will actually be required. If this is not known at the time of initial contact the employee may make arrangements with competent authority to call or be called at a later time to learn about appearance requirements. Once having made these arrangements an employee will be entitled to minimum court guarantees at the time-and-one-half rate only in the event an appearance is actually required by competent authority.

Such guarantees shall commence upon arrival at the designated court location; the time interval between the originally specified appearance and the actual time of appearance shall not be compensable. The Chief of Police shall promulgate whatever additional regulations may be necessary in order to ensure that employees are available for court appearances as required.

Standby for Court Duty – Clerical Unit

Counselors who are subpoenaed to appear in court on a regularly scheduled day off shall receive a minimum of four (4) hours pay at the overtime rate for an actual appearance in court, or four (4) hours pay at the straight time rate if cancellation occurs on the scheduled day of appearance.

Call-Back Pay – Maintenance and Clerical Units

An employee who has completed his or her regular shift, and has been released for the day, who is then called back to work shall be paid at the applicable overtime rate for a minimum of two (2) hours. An employee on standby who is called out during such time is excluded from the application of this provision.

Compensation for Call-Back Availability - Firefighters

Employees who make themselves generally available for possible service calls during their off-shift hours shall receive additional compensation as follows

- a. One hour's pay at the employee's regular hourly rate or compensatory time as provided in the Fair Labor Standards Amendments of 1985 for each weekday night.
- b. Two hours' pay at the employee's regular hourly rate or compensatory time as provided in the Fair Labor Standards Amendments of 1985 for each Saturday, Sunday or holiday.
- c. In order to receive this additional compensation, employees shall either keep the Communications Center informed as to how they may be reached during off-duty hours, or be available for contact via paging device.

Provisions of this section shall apply only to the position of Fire Prevention Inspector in the Fire Prevention Bureau. No more than two employees shall be entitled to receive the compensation provided herein on any given day.

In the event provisions of the Fair Labor Standards Act (FLSA) are found not to apply to the City of Hayward, or regulations issued by the U.S. Department of Labor implementing FLSA so permit, this Section 4.03 shall automatically be rescinded and replaced with Section 4.03 from the Memorandum of Understanding executed by the Parties on November 28, 1984.

Long Term Care Insurance – Offered thru PERS – No City contribution

Work Week – Maintenance Unit

The normal work week for all employees shall consist of forty (40) hours during each seven (7) day work period. The City will continue its current policy regarding the scheduling of days off.

The City may schedule a department, division, bureau or any other group of employees to work a 10 hour work shift on four days in each work week, i.e., a "4-10 work schedule." The establishment of such a 4-10 work schedule shall normally coincide with the period of time in which daylight savings time is in effect, but the decision to establish and/or discontinue a 4-10 work schedule shall be within the sole discretion of the department head who shall take into account productivity and operating requirements. Such decisions shall be communicated to affected employees as far in advance of the effective date as possible. In the event a holiday(s) will be observed by the City while a 4-10 schedule is in effect, the work schedule for affected employees will automatically revert to a 5-8 schedule during the week(s) in which such holiday(s) occur.

Work Week – Police Unit

Police Patrol Unit - 3/12 schedule

All other positions - 4/10 schedule

Training Pay

Police Department Training Pay

Police Department employees assigned to train new Police Department employees as required by the Commission of Police Officer Standards and Training (POST) and/or Standards and Training for Corrections (STC) for a continuous period of one week or longer shall receive additional compensation in the amount of two and one-half percent (2 1/2%) above the employee's current salary step for the duration of his or her training assignment. Selection of employees for a training assignment and removal of employees from training assignment shall be at the sole discretion of the Chief of Police.

Police Department Communications Center Training Pay

It is the intent of the Police Department to immediately begin the development of a Trainer of Trainees program within the Communications Center. This will include: modifying the current Special Assignment Departmental Procedure which will establish minimum standards and the length of the assignment, develop and implement a selection process and schedule appropriate training. It is anticipated that this process will be completed by November 1, 1995 and those Communications Operators assigned as Trainer of Trainees after November 1, 1995 will be compensated as described in Section 5.04 above.

Police Education Incentive

Approved study or training requirements – 2-1/2% above salary step

POST Intermediate Certificate – 2-1/2% above salary step

POST Advance Certificate – 5% above salary step

Advanced POST Certificate plus 10 years' experience – 7-1/2% above salary step